

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

Update: Start time has changed to 8:30 a.m. in order to give you .5 hours more continuing education credit per class

October 2010

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the First and Second Quarter 2011 continuing education courses from January 24 through May 12 at seven locations.

Personal Property Tax (this is considered a “new” course and not a duplicate for CE credit)

IN Course Number: IN 462

7.5-hours of continuing education credit by the Department of Local Government Finance

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

Income Approach II

IN Course Number: IN 321

7.5-hours of continuing education credit by the Department of Local Government Finance

This course will look at the numerous techniques that are used to develop capitalization rates. The techniques are separated into two general categories: direct capitalization, which is presented as a brief review for purposes of comparing and contrasting to yield capitalization, and yield capitalization, which addresses issues with which investors are concerned that are not treated in direct capitalization. Students will have an opportunity to calculate numerous capitalization problems. Although it is not mandatory, it is recommended that students complete “The Income Approach to Valuation I” or have significant experience with the income approach prior to attending “The Income Approach to Valuation II.”

Legal Descriptions

IN Course Number: IN 252

7.5-hours of continuing education credit by the Department of Local Government Finance

This course provides an in-depth, hands-on examination of legal descriptions and its uses within the identification and assessment of taxable property. This is an introductory course.

These sessions are for all assessing professionals, regardless of certification status. However, for those who have achieved Level 1 and/or Level 2 certification status, the class is worth seven and one half (7.5) hours of continuing education credit.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Sellersburg
- Evansville
- Merrillville
- Terre Haute
- Fort Wayne

Registration

There is no registration fee for DLGF continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT www.ind-pace.com . This site will allow you to register, get directions, check your registrations and changes and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address, you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The DLGF's continuing education provider for these classes is Brilljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at lharris@briljent.com.

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

**DLGF Continuing Education Registration Form
First Quarter 2011**

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

First Quarter 2011: Personal Property Tax (Course No. IN 462)

<input type="checkbox"/> IN 462	Jan. 24 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	Feb. 2 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 462	Feb. 15 – Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 462	Jan 25 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 462	Feb. 3 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 462	Feb. 16 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/> IN 462	Jan. 26 – Indianapolis, Indiana Wesleyan University-(Digital Way)	<input type="checkbox"/> IN 462	Feb. 8 – Sellersburg, Clark County REMC		
<input type="checkbox"/> IN 462	Feb. 1 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 462	Feb. 9 – Columbus, Holiday Inn		

The preferred method of registration is online at www.ind-pace.com

Or mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 260-247-9422 or by e-mail at lharris@briljent.com.

***See next page of this letter for Second Quarter class offerings**

DLGF Continuing Education Registration Form
Second Quarter 2011

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

**Second Quarter 2011: Income Approach II (Course No. 321)
Legal Descriptions (Course No. 252)**

<input type="checkbox"/> IN 321	April 25 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 321	April 27 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 321	May 11 – Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 252	April 26 – Fort Wayne, Indiana University Purdue University (IPFW)	<input type="checkbox"/> IN 252	April 28 – Indianapolis, Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 252	May 12 – Terre Haute, Ivy Tech Community College
<input type="checkbox"/> IN 321	April 26 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 321	May 10 – Sellersburg, Clark County REMC		
<input type="checkbox"/> IN 252	April 27 – Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 252	May 11 – Sellersburg, Clark County REMC		

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